

FBO.GOV Vendor Guide 1.8

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1 System Overview

The system is a web-based portal which allows vendors to review Federal Procurement Opportunities over \$25,000.

All Users: From the site's main navigation page, any user (not password protected) can utilize navigation to review:

- Getting Started
- General Information
- Opportunities
- Agencies/Offices Lists
- Privacy Statement

Key Vendor Capabilities: Using secured accounts (password protected), vendors are able to take advantage of key system functionality as outlined below:

Vendor Profile: Vendors maintain account profiles in the system. Having a profile in place streamlines use of the portal. Among other profile elements, the following key vendor information is maintained in their profile:

1. DUNS (Data Universal Numbering System) Number - According to the FAR 4.11, prospective vendors must be registered in SAM (System for Award Management) prior to the award of a contract; basic agreement, basic ordering agreement, or blanket purchase agreement. According to FAR 52.204-7, to register in SAM, a firm must have a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities.
2. Commercial and Government Entity (CAGE) Code - A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do business with the Federal Government. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant. The code provides for a standardized method of identifying a given facility at a specific location. The code may be used for Facility Clearance, Pre-Award survey, automated Bidders Lists, pay processes, source of supply, etc.
3. MPIN (Marketing Partner Identification Number) – Optional profile field required to view sensitive materials.

Vendor Opportunity Review Features:

- Vendors can search for opportunities based on the following elements:
 - Keyword/Solicitation#
 - Opportunity/Procurement Type
 - Posted Date
 - Response Deadline
 - Last Modified Date
 - Contract Award Date
 - Place of Performance State
 - Place of Performance Zip Code
 - Set-aside code (set-aside solicitations allow only specified business concerns)
 - Classification code
 - NAICS (North American Industry Classification System) code
 - Agency/Office location(s)
 - Recovery and Reinvestment Act Action
 - Active vs. Archived Status

- J&A Statutory Authority (Justification & Approval)
- Vendors can set up search agents based on detailed search elements that highlight newly added opportunities aligning with their search criteria.
- Vendors can add opportunities to a watched list (a la favorites list). This allows for ease in referencing targeted opportunities. Additionally, vendors receive updates about opportunities on their Watched List.
- Per the vendor's profile status, vendor can review documents associated with the opportunity (Packages).

Vendor Opportunity Actions:


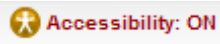
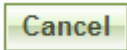
- Vendor is able to add themselves to the interested vendors list for an opportunity.
- If the buyer has indicated that reviewing vendors are able to review other interested vendors, vendors can review vendors who have expressed interest in the opportunity.


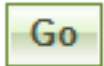


Key Buyer Capabilities: Using secured accounts (password protected), buyers are able to take advantage of key system functionality as outlined below:




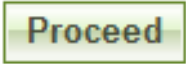



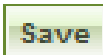
- Maintain Buyer Profile
- Create, Modify/Amend, or Cancel an Opportunity Notice
- Manage document package content, and vendor accessibility to package documents, that support opportunities.
- Create an Award

1.1 Definitions and Key Terms

Below is a list of key terms and how they are used throughout the system.

Term	Icon	Description
Accessibility	 or 	Accessibility Mode – Disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this web site. Icon is red if accessibility mode is on or blue if accessibility mode is off.
Active Notice	n/a	Notice that is open for vendor review/response.
Archived Notice	n/a	Notice that is viewable for archival purposes only.
Authorized Party	n/a	Certain controlled, unclassified package(s) require that a vendor be explicitly authorized to review the materials. A government user can pro-actively select a vendor user for access, or a vendor can request, and be granted access, through this system. Once the vendor is given explicit access to review the package, they are an authorized party.
Authorized Vendor	n/a	Export Controlled requires that the vendor's company be certified by the DLA Logistics Information Service's Joint Certification Program (JCP) to receive unclassified technical data disclosing military critical technology with military or space application. Those vendors that are certified to receive export controlled materials are termed authorized vendors. This system receives a daily feed of authorized vendors, which determines access based on a vendor's CAGE code/MPIN.
Bids/Responses	n/a	If enabled by the Buyer, this feature allows for the submission of electronic responses to opportunities until the responses deadline has passed. Note: Vendors must login to be able to submit/review electronic responses.
Buyer	n/a	Government user that is presenting an opportunity notice in the system.
CAGE Code	n/a	Commercial And Government Entity (CAGE) Code - A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do business with the Federal Government. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant. The code provides for a standardized method of identifying a given facility at a specific location.
Cancel		The Cancel button returns the user to the previous page, without updating any record fields.

Clear		The Clear button appears when a user is using search filters. If selected, the system clears any previously entered search filters.
Document	n/a	Document is a single attachment (either link or uploaded document) that can be attached to a Notice. A collection of documents can be bundled to create a Package
DUNS	n/a	DUNS (Data Universal Numbering System) Number - According to the FAR 4.11, prospective vendors must be registered in SAM (System for Award Management) prior to the award of a contract; basic agreement, basic ordering agreement, or blanket purchase agreement. According to FAR 52.204-7, to register in SAM, a firm must have a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities.
Electronic Response / Submission	n/a	If the Bids/Responses feature is enabled by the Buyer for an opportunity, a vendor can submit an electronic response which can be in the form of a Line Item Builder template and/or a document upload; the Buyer determines the type of electronic response submission that is available to the vendor. Vendors must login to be able to submit/review electronic responses.
Explicit Access	n/a	Vendor is given explicit access to review controlled, unclassified document(s) or package(s). A government user can pre-select a vendor user for access, or a vendor user can request and be granted access.
Export Controlled	n/a	Export Controlled requires that the vendor's company be certified by the DLA Logistics Information Service's Joint Certification Program (JCP) to receive unclassified technical data disclosing military critical technology with military or space application. FBO receives a daily feed of authorized vendors, which determines access based on a vendor's CAGE code/MPIN.
Form	n/a	Any screen where a user enters data that is saved in the system.
Go		If data is entered in keyword search filter, select the Go button to submit the request.
Help	 or 	Throughout the system, the system presents users with the opportunity to review system Help messages. The icons presented here will take the users to the help message that is available.
Interested Vendor	n/a	If a notice is set to allow for either of these features (note the features are set by the buyer), vendors will be allowed to do the following: 1) indicate interest in

		a particular notice, 2) review the listing of interested vendors for a notice (i.e., potential list of targets for potential collaboration). <i>Note: Vendors are required to be logged-in to access both of these features of the Interested Vendors List.</i>
Log-in		Use username and password to logon to an account on the system
Logout		The Logout button can be used to log the user off the system.
MPIN	n/a	Marketing Partner Identification Number. Export Controlled access level requires that the vendor's company (MPIN) be certified by the DLA Logistics Information Service's Joint Certification Program (JCP) to receive unclassified technical data disclosing military critical technology with military or space application.
Package		Collection of documents that can be attached to a notice.
Proceed		The Proceed button saves the entered data on a form and takes the user to the next step (first prompting users to complete required fields on the form).
Quicklink	n/a	A quicklink is a system navigational option that if selected takes a user to a specific action on the site.
Register		Request a user account on the system.
Required Field		A red asterisk next to a field label indicates that the field is a required.
Response	n/a	If the Buyer enables the Bids/Responses feature for an opportunity, vendors can submit electronic responses in the form of a Line Item Builder template and/or a document upload; vendors must login to be able to submit an electronic response and can review their responses at any time.
Review		Review opens an object for review.
Save		The Save button saves the entered data on the form. User will be required to complete all required fields on the form.
Search Agent	n/a	Vendors can set up search agents based on selected detailed search elements. Search agents can be run on an ad hoc or scheduled basis to highlight newly filed opportunities which align with the designated search criteria.
Sensitive, but unclassified Document	n/a	Vendors are required to logon to the system and to have a valid MPIN on file, to review controlled, unclassified documents. Export Controlled and explicit access are more stringent access controls that may also apply to controlled, unclassified documents.

Sub-tab	n/a	These are sections of a main navigation that a user can move to while in that main navigation (e.g., my profile is a main navigation, and account and contact information are sub tabs in that main navigation).
Vendor	n/a	Provider of services.
Watched List	n/a	Designation that vendor can set on a notice that saves the notice on a sub-tab list of notices. The Watched List is easily accessed with a quicklink and the vendor receives a daily Watched List notice email that outlines any changes impacting a notice on their Watched List target of opportunities. Note: This functionality is similar to register to receive notification where vendor requested to receive updates if an opportunity was updated.

2 Logging onto the System

2.1 System URL

The URL for the system is <https://www.FBO.gov>. All system users navigate to this URL to logon to the system.

2.2 Navigation Bar on Logon Page – Unsecured features

The Navigation across the top of the login page allows users access to the following features prior to being logged onto the system:

- I. Getting Started – Provides basic training materials, such as User Guides and Frequently Asked Questions (FAQs).
- II. General Information

The screenshot displays the FBO.GOV homepage. At the top is a navigation bar with links: Home, Getting Started, General Info, Opportunities, Agencies, and Privacy. Below this is a large search bar with the text "Search more than 33,300* active federal opportunities." and various filters like Posted Date, Set-Aside Code, Place of Performance, Type, Keyword / Solicitation #, and Agency. To the right of the search bar is a "RECOVERY" section with links to "SEARCH RECOVERY OPPORTUNITIES" and "SEARCH RECOVERY AWARDS". Below the search bar is an "ATTENTION" box with a lightbulb icon, stating that agency users are responsible for properly uploading controlled, unclassified materials to FBO using the access control procedures for document packages and attachments detailed in the FBO Buyers Guide. Do not upload ANY classified materials to FBO.

At the bottom of the page, there are two main sections: "Buyers / Engineers" and "Vendors / Citizens".

Buyers / Engineers
Government users may post, manage, and award opportunities.
Username: [input field]
Password: [input field]
Login: [button]
Links: View Opportunities, Register Now, Password Reminder, Recovery FAQs

Vendors / Citizens
Vendors and citizens may search, monitor, and retrieve opportunities.
Username: [input field]
Password: [input field]
Login: [button]
Links: Find Opportunities, Register Now, Password Reminder, Recovery FAQs

On the right side of the page, there is a "SMALL BUSINESS EVENTS" section with a link to "Learn more about the Small Business Central Event Listing or search now for events." and a "SEARCH SMALL BUSINESS EVENTS" button. Below that is a "VENDOR COLLABORATION" section with a link to "Learn more or search." and a "VENDOR COLLABORATION" button. At the bottom right is a "USER GUIDES" section with links to Buyer, Vendor, Engineer, and Location / Agency Admin. A note at the bottom right says "Use Adobe Acrobat Reader to view files in PDF format."

- III. Opportunities (for all agency/office locations) – Users can search and review opportunities without logging onto the system. Any controlled, unclassified documents that may be attached to an opportunity will require that the user be logged into the system and that the user have a validated account.
- IV. Agencies – Users can search for opportunities posted by specific agencies and office locations without logging onto the system. Any controlled, unclassified documents that may be attached to an opportunity will require that the user be logged in to the system and that the user have a validated account.
- V. Privacy – Provides the system's Privacy and Security Statement.

2.3 Register for an Account

Note - Before a vendor registers in the system, they will need a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities. This system retrieves a firm's profile information directly from the SAM system. Please contact <http://www.sam.gov> for more information.

FBO Anti-Spamming Policy: The information provided in your account profile is monitored. Providing inaccurate information in a user profile (e.g. misrepresenting the company name or first and last name fields and / or including superfluous marketing material in the company information) may result in having your FBO account suspended.

- I. To get started, go to FBO.gov and click on the Register Now link located in the green Vendors / Citizens section. This will open up a series of screens where the user enters registration data.

Buyers / Engineers	Vendors / Citizens
<p><u>Government</u> users may post, manage, and award opportunities.</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p> View Opportunities No login is required to view opportunities. Register Now Password Reminder Recovery FAQs </p>	<p><u>Vendors</u> and citizens may search, monitor, and retrieve opportunities.</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p> Find Opportunities No login is required to view opportunities. Register Now Password Reminder Recovery FAQs </p>

Step one - DUNS # - Enter your company's 9 digit DUNS #

- a. Vendors should provide the DUNS# to be able to access controlled, unclassified data associated with some business opportunities in FBO.
- b. If you do not have, or do not wish to provide, the DUNS #, click Skip This Step. Data will not be auto-filled and vendor will not have access to controlled, unclassified data.

II. If the user entered the DUNS #, click the Proceed button to move to the next step.

The screenshot displays the 'Vendor/Citizen Registration' page. On the left is a vertical navigation menu with four steps: 1. DUNS #, 2. Company Information, 3. Personal Information, and 4. Review/Submit. The main content area is titled 'On this step: If you are a vendor: Enter your DUNS and click Proceed. The system will retrieve your company information in SAM.' It provides instructions for users who do not know their DUNS number, including a link to a search page and contact information for the D&B Government Customer Response Center. It also offers an option to skip the step if the user is a citizen or does not wish to enter a DUNS number. Below this, there is a section titled 'Enter DUNS Number (Optional)' with instructions for vendors and citizens. A text input field for the DUNS number is provided, followed by 'Cancel', 'Proceed', and 'Skip This Step' buttons.

Vendor/Citizen Registration
 RETURN TO HOME RETURN TO LIST (HOME)

1 DUNS #

2 Company Information

3 Personal Information

4 Review/Submit

On this step: If you are a vendor: Enter your DUNS and click Proceed. The system will retrieve your company information in SAM.

If you do not know the DUNS number for your company: you may find this information through the following search page: www.sam.gov

If your company does not have a DUNS number, you can obtain one free of charge via webform at <http://fedgov.dnb.com/webform/displayHomePage.do> or by calling the D&B Government Customer Response Center at 1-866-705-5711 (visit http://fedgov.dnb.com/webform/pages/reqDuns_phone.jsp for more details). If requested over the phone, your DUNS number is provided immediately. Webform requests take 1 - 2 business days.

If you are a citizen or do not wish to enter your DUNS number: You may click **skip this step**. Your data will not be auto-filled and you will not have access to controlled unclassified data until your DUNS number is entered and verified by SAM.

Enter DUNS Number (Optional) * indicates a required field

Vendors: Please enter your company's 9 digit DUNS number. This will allow you to access controlled unclassified documents.

Citizens / Others: You may skip this step by leaving the field empty and pressing **Skip this Step** at the bottom of the page.

DUNS # (optional):
 Vendors should complete this field to ensure access to controlled unclassified data.

- III. Step two–Company Information is pre-populated on the form based on the entered DUNS # and registrant is asked to update any required fields. If not found, user will be requested to enter data into the Company Information form.
- IV. Select Proceed to move forward in the process.

Vendor/Citizen Registration

[RETURN TO HOME](#)
[RETURN TO LIST \(HOME\)](#)

1 DUNS #
2 **Company Information**
3 Personal Information
4 Review/Submit

Note: Your company information was found in SAM. Please click **Proceed** to continue to the next step.

Note: FBO Anti-Spamming Policy: The information provided in your account profile is monitored. Providing inaccurate information in a user profile (e.g. misrepresenting the company name or first and last name fields and / or including superfluous marketing material in the company information) may result in having your FBO account suspended.

Company Information

* indicates a required field

DUNS #: 010301019

Legal Business Name: SOUTH FLORIDA CLINICAL TREATMENT CENTER INC

Doing Business As (DBA): Not Found in SAM

Cage #: 6G1G2

Division Name: Not Found in SAM

Division Number: Not Found in SAM

Physical Address

Street Address: 1920 PALM BEACH LAKES BLVD

City: WEST PALM BEACH State: Florida Zip+4: 334093512

Country: United States

Mailing Address

Street Address: 105 NE 3 STREET

City: FORT LAUDERDALE State: Florida Zip+4: 333011046

Country: United States

- V. Step three – Personal Information - Registrant enters their contact information, username and password. When registrant enters a desired password, for security purposes, the password must meet the following criteria:
- a. Must be between 8 and 14 characters
 - b. Must contain 1 of each of the following:
 - i. lower case letter
 - ii. upper case letter
 - iii. number
 - iv. special character (e.g. !, %, ^)
- VI. Once required fields are entered, select Proceed & Review.

2 Company Information
3 Personal Information
4 Review/Submit

Personal Information

* indicates a required field

Group Name:

Full Name*:

Suffix:

Title:

Email Address*:

Phone Number*:

Username*:
Choose your username to login with

Enter Password*:
For security purposes, the password must meet the following criteria:
 1. Must be between 8 and 14 characters
 2. Must contain 1 of each of the following:
 • Lower case letter • upper case letter • number • special character (i.e. !, %, ^)

Verify Password*:

- VII. Step four - Review/Submit - Registrant is asked to review their registration information. If everything is correct, click Submit. If the information is incorrect the user can click Go Back to correct information on previous steps. If the Company Information is incorrect, the user will need to contact D&B and/or SAM in order to update their profiles. Updates from D&B and/or SAM may take 24-48hrs in order for the data to refresh.
- VIII. To cancel the registration, click the Cancel button on the registration form. This will cancel the registration form. In order to register the user will have to restart the registration process.
- IX. Users receive a verification e-mail after submitting a registration request which allows them to confirm the validity of their identity/email. Users should follow the directions provided in the e-mail. **Users will not be able to logon to the system until they have complied with the requirements specified in the verification email.**

1 DUNS #
2 Company Information
3 Personal Information
4 Review/Submit

On this step: Please review your registration information. If everything is correct, click **Submit Registration** now. Otherwise, click **go back** to correct information on previous steps.

Company Information

DUNS #: 123456789

Legal Business Name: Test Company

Doing Business As (DBA): TCA

Physical Address

Street Address: 123 Test Street

City: Arlington State: Virginia Zip+4: 222091234

Country: United States

Mailing Address

Street Address: 123 Test Street

City: Arlington State: Virginia Zip+4: 222091234

Country: United States

Personal Information

Full Name: Test Account

Email Address: testaccount@test.com

Phone Number: 7038875309

Username: testaccount2

Enter Password:

Verify Password:

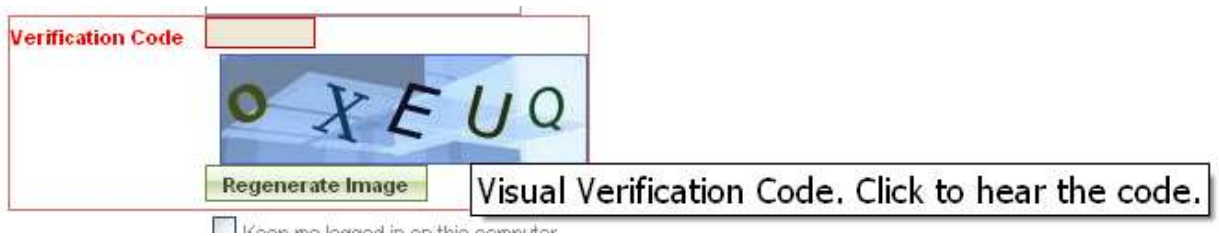
2.4 Returning Users – Logging into FBO.gov

- I. Point your browser to <https://www.FBO.gov>.
- II. Enter username and password.
- III. Click Login.
- IV. The Password Reminder option allows a user to request a password reset via email. If the Password Reminder email is not received with 1-2 hours, contact the FSD Help Desk to confirm you are entering the correct username for your registered FBO account.

Buyers / Engineers	Vendors / Citizens
<p><u>Government</u> users may post, manage, and award opportunities.</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>View Opportunities No login is required to view opportunities.</p> <p>Register Now</p> <p>Password Reminder</p> <p>Recovery FAQs</p>	<p><u>Vendors</u> and citizens may search, monitor, and retrieve opportunities.</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Find Opportunities No login is required to view opportunities.</p> <p>Register Now</p> <p>Password Reminder</p> <p>Recovery FAQs</p>

2.5 Captcha Security

- I. Login Security – When a user (or machine) enters a username or password incorrectly three consecutive times, a captcha (image with characters) is displayed as a check to see if the user attempting to log in is indeed a human user.
- II. The user must enter the characters displayed in the Verification Code with their username and password in order to attempt another login. This prevents unauthorized access by spammers and other security threats. Users can click on the image to hear the code.
- III. Note: If you repeatedly receive the Captcha image to verify your account, you may be using the wrong Username and/or Password. We would suggest performing a password reset rather than continuing to attempt to log into the system.



2.6 Terms and Conditions

- I. All users are required to review and to agree to FBO Terms and Conditions which are presented after a user has entered correct username and password data.
- II. To agree to the terms and conditions, select Accept.
- III. If you do not consent to the conditions stated, select Decline. Decline logs the user off the system.

FBO Terms and Conditions

LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click "Accept" to accept the terms and proceed.

CONTROLLED UNCLASSIFIED INFORMATION PROPERTY OF THE UNITED STATES GOVERNMENT

DISCLOSURE, COPYING, DISSEMINATION, OR DISTRIBUTION OF CONTROLLED UNCLASSIFIED INFORMATION TO UNAUTHORIZED USERS IS PROHIBITED.

Please dispose of controlled unclassified information when no longer needed.

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Federal Business Opportunities (FBO) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to

3 Vendor Interface

3.1 Session Time Out

Once a user is logged onto the system, the system will check to make sure the user is actively using the site. If a user is inactive for 60 minutes, the user will be automatically logged off the system. Activity in this sense is defined as data that has been submitted by the user. Some examples are the request for a navigational (e.g., selection of a quicklink) or if a user submits a form (e.g., selection of go after search filters have been entered on a list).

To ensure the user is aware of this pending circumstance, after 55 minutes of inactivity, a warning message appears that indicates the pending action. When the warning message appears, to remain logged onto the system, select click keep me logged in. If the user does not make this selection, the session will be closed and any unsaved data will be lost. The system returns the user to the system logon screen (FBO.gov).

3.2 Top of Page Navigation

Navigation for the vendor's secured interface appears across the top of the user's page. Using this navigation, users can move between the following key navigational elements: My FBO, My Profile, Opportunities, and Agencies.

Note: The green, versus blue, highlights what the user has selected on the upper navigation bar.



3.3 MY FBO

My FBO is a user's home page (resource page). The page allows for easy access to the following system features:

- I. Announcements – System Announcements posted for the user's reference.
- II. Quicklinks – Navigational options that if selected take a user to a specific action on the site (e.g., view saved searches).
- III. Quick Search – Ability to search for business opportunities quickly by either posted date, set-aside code, place or performance, notice type, agency and/or keyword/Solicitation #.
- IV. Video Demonstrations

The screenshot displays the 'My FBO' user interface. At the top, a navigation bar includes 'Welcome, Midki Vendor', 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'My FBO' and is divided into several sections:

- Quicklinks:** A list of links with icons: 'View Watched List', 'View Saved Searches', 'Find Opportunities', 'Search and Create Saved Searches', 'Edit My Profile', 'Change Username/Password', and 'Browse By Agency'.
- Video Demonstrations:** A section with a 'NEW' tag stating 'The Adobe Flash plugin is required.' It lists four video links: 'Finding Recovery Act-Funded Opportunities: An Overview of FBO.gov and Grants.gov', 'General Overview & Searching for Opportunities', 'How to Register, Login and use Forgot Password', and 'Advanced Functionality: Search Agents, Watchlists and Export Controlled Documents'.
- Announcements:** A section with a speaker icon stating 'There are no announcements at this time.'
- Quick Search:** A search form with the following fields:
 - Posted Date:** A dropdown menu currently set to 'Last 90 Days'.
 - Set-Aside Code:** A dropdown menu currently set to 'Any'.
 - Place of Performance:** A dropdown menu currently set to 'Any State or Territory'.
 - Type:** A dropdown menu currently set to 'Any'.
 - Keyword / Solicitation #:** A text input field.
 - Agency:** A text input field with a magnifying glass icon and a close button (X).
 - Search:** A green button to execute the search.

3.4 My Profile

- I. There are three tabs on the users My Profile page. On these tabs the user is able to update contact information, company information and account data.
- II. From the contact information tab, select edit to change contact fields.
- III. Alternatively, a vendor can use the Quicklink Edit Profile on their My FBO home page to get to the screen where they can edit their profile.

The screenshot shows the 'My Profile' page on FedBizOpps.gov. The header includes the FedBizOpps.gov logo and navigation tabs: 'My FBO', 'My Profile' (selected), 'Opportunities', and 'Agencies'. A welcome message 'Welcome, Micki Vendor' is displayed along with links for 'Accessibility', 'User Guide', and 'Logout'. The main section is titled 'Micki Vendor: Contact Info' with a 'RETURN TO MY FBO' link. Below this are three tabs: 'Contact Information' (selected), 'Company Information', and 'Account'. An 'Edit' button is visible. The 'Personal Information' section displays the following details: Company: FBO Test Vendor / Fullname: Micki Vendor, Email: mmcmann@symplicity.com, and Phone: 5555551212. Another 'Edit' button is located below this section. The footer contains links for 'User Guide', 'For Help: Federal Service Desk', and 'Accessibility'.

My FBO

- Quicklinks
- [View Watched List](#)
 - [View Saved Searches](#)
 - [Find Opportunities](#)
 - [Search and Create Saved Searches](#)
 - [Edit My Profile](#)
 - [Change Username/Password](#)
 - [Browse By Agency](#)

IV. Enter field changes as desired. Select Save to save updates to the form.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Opportunities Agencies

Welcome, Micki Vendor [Accessibility](#) [User Guide](#) [Logout](#)

Micki Vendor: Contact Info

[RETURN TO MY FBO](#)

Contact Information Company Information Account

Save Return * indicates a required field

Personal Information

[Edit your personal information](#)

Company: FBO Test Vendor /

Title:

Fullname*: Micki Vendor

Suffix:

Email*: mmcmann@symplicity.com

Phone: 5555551212

Save Return

[User Guide](#) [For Help: Federal Service Desk](#) [Accessibility](#)

- V. From the company information tab, users can review their company's profile data. No changes can be made on this screen once information has been validated by SAM. To correct your company information go to your SAM.gov to make edits to the company information. **Note: Changes will be reflected in FBO 24-48hrs after the changes have been made to your SAM.gov profile.**
- VI. If a vendor did not register initially using a DUNS# or the vendor needs to update the DUNS# in their profile, they can do so from this tab by clicking the Register DUNS button. The system will attempt to pull the profile data from SAM.gov, if found.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO | **My Profile** | Opportunities | Agencies

Welcome, Micki Vendor | Accessibility | User Guide | Logout

Micki Vendor: Company Info

[RETURN TO MY PROFILE](#)

Contact Information | **Company Information** | Account

[Edit](#) | [Return](#) | [Register Duns](#)

Edit your company profile

Legal Business Name: FBO Test Vendor

Doing Business As (DBA): FBO Test Vendor

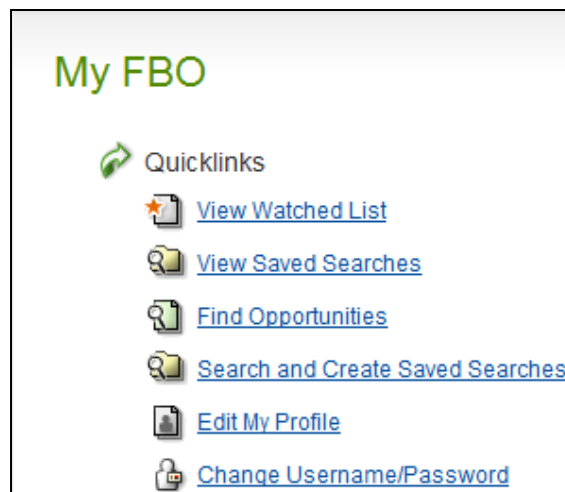
Physical Address: Street
City, Virginia 22202
United States

Mailing Address: Street
City, Virginia 22202
United States

[Edit](#) | [Return](#) | [Register Duns](#)

- VII. From the account tab, users can change their username or password.
- VIII. Select Save to save updates to the form.
- IX. Alternatively, a vendor can use the Quicklink Change Username/Password on their My FBO home page to get to this screen where they can edit their username or password.

The screenshot shows the FEDBizOPPS.gov website. The header includes the site logo and navigation tabs: My FBO, My Profile (active), Opportunities, and Agencies. Below the tabs, the user is logged in as 'nancy yes export'. The 'Account' tab is selected, showing a form for 'Account Information'. The form includes fields for Username (nancyexp), Enter New Password, and Verify Password. A 'Save' button is at the bottom. A note indicates that an asterisk (*) denotes a required field. Footer links include User Guide, Accessibility, and Help Desk.



3.5 Opportunities

- I. There are six sub-tabs on the Opportunities navigation.
- II. When the navigation is opened, the user is taken to the Opportunities list (this page will be initially filtered to recently posted opportunities). The keyword search field searches several opportunity fields (e.g., title, agency, solicitation number, and description). This is a full text search (meaning you need to match full words).
- III. Click the Search by Agency, Set-aside, State, and Type link in green to display additional search filters within the opportunities list; click the link again to hide the filters. The Search by Classification, NAICS, Recovery actions, and more link will take the user to the Advanced Search tab.
- IV. The next tab to the right is an advanced search tool. On the Advanced Search page, a complete set of search field options are presented.
- V. The Watched tab presents opportunities that a vendor has saved on their Watched List. The Watched List is easily accessed with a Quicklink from the vendors My FBO (home) page. The vendor receives a daily Watched List notice email that outlines any changes impacting a notice on their Watch List target list.
- VI. Vendors can set up search agents based on selected detailed search elements. Search agents can be run on an ad hoc, or scheduled, basis. Search agents can help vendors identify opportunities that align with the designated search criteria.
 - o **Additional information on setting up Search Agents can be found on the FBO Homepage under Getting Started>Small Business Training Videos.**
- VII. The Bids/Responses tab presents a list of all the vendor's responses to online requests for bids/responses for specific opportunities, including draft and submitted responses.
- VIII. The Archives tab lists non-active notices.
- IX. A vendor can use the Quicklink Find Opportunities on their My FBO home page to get to this Opportunities tab.

Opportunity	Agency/Office/Location	Type / Set-aside	Posted On
S--subject N000104000A S -- Utilities and housekeeping services	AMC AMCOM Carla Test Office	Presolicitation	Aug 13, 2067
S--subject N0001040001234 S -- Utilities and housekeeping services	AMC AMCOM Carla Test Office	Presolicitation	Aug 13, 2067
10-JWTEST G11PS00026 10 -- Weapons	INTERIOR, DEPARTMENT OF THE GEOLOGICAL SURVEY GHQ	Presolicitation (Modified)	Jul 30, 2010

3.6 Agencies

- I. The Agencies main navigation takes the vendor to a list of registered agencies in the system.
- II. Alternatively, a vendor can use the Quicklink Browse by Agency on their My FBO home page to get to the agencies tab.
- III. Click on the Review icon to open up a page that presents specific profile data for the agency, office locations, and a listing of active and archived opportunities associated with that agency.
- IV. A Keyword search is available to help users quickly find a specific agency.

FEDBizOPPS.gov Federal Business Opportunities

My FBO | My Profile | Opportunities | **Agencies**

Welcome, nancy | Accessibility | User Guide | Logout

Agencies
RETURN TO HOME

Keywords:

Items 1-20 of 123

Showing 20 per page | Jump 1 | Next >

Actions	Name	Offices	Locations	Notices
	Administrative Office of the U. S. Courts	70	73	14
	African Development Foundation	1	1	1
	Agency for International Development	3	92	408
	AGENCY REPORT AGENCY NAME	0	0	0
	American Battle Monuments Commission	1	3	0
	Architect of the Capitol	1	1	42
	Armed Forces Retirement Home	1	2	4
	British Defense Staff (Washington)	1	1	0
	Broadcasting Board of Governors	1	19	10
	Comm for Purchase from People Who Are Blind or Severely Disabled	1	1	11

- V. When an agency record is opened, the user is on the Opportunities List sub-tab for that agency. Opportunities for that agency will be listed on this page.
- VI. Use the review icon to open the opportunity.
- VII. Additional filter options can be used to target specific opportunities (e.g., keyword search, posting date, etc.).

The screenshot shows the FBO.GOV interface. At the top, there are navigation tabs: My FBO, My Profile, Opportunities (selected), and Agencies. Below the tabs, a user is logged in as 'Miki Vendor'. The main heading is 'GENERAL SERVICES ADMINISTRATION: Opportunities'. There are links to 'RETURN TO AGENCIES' and 'RETURN TO LIST (AGENCIES)'. Below the heading, there are sub-tabs: Opportunities (selected), Profile, Offices, and Locations. Under 'Opportunities', there are further sub-tabs: Opportunities List (selected), Advanced Search, and Archives. A search bar is present with fields for 'Keyword / Solicitation #' and 'Posted Date:'. There are 'Search' and 'Clear' buttons. Below the search bar, there is a link to 'More Search Fields' and a note to 'Search by Classification, NAICS code, Recovery actions, and more'. The results show '1 - 20 of 138' items. The table is sorted by 'Posted On (Asc.)' and shows 20 items per page. The table has four columns: Opportunity, Agency/Office/Location, Type / Set-aside, and Posted On. Two opportunities are visible:

Opportunity	Agency/Office/Location	Type / Set-aside	Posted On
RECOVERY fds1048 69 — Training aids & devices	GENERAL SERVICES ADMINISTRATION Office of Integrated Acquisition Environment EDS TEST LOCATION	Presolicitation (Modified)	Jun 15, 2009
11-TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESC 7FCHL3-030084-B 11 — Nuclear ordnance	GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE 10FT	Solicitation	Jan 05, 2010

VIII. The agency's Profile sub-tab provides limited information about the agency.



- IX. The Offices sub-tab presents a listing of the agency offices. Depending on the agency's structure, the office navigation may be absent. This would mean that the agency's structure does not include subordinate office locations.
- X. Use the Review icon to open a list of a specific office location's opportunities.
- XI. Click on the links in the two left columns to navigate directly to the specific Agency's or Office's list of Locations or Notices.

Search Tips: Click an agency/office below to view opportunities. Use the keyword search field to filter by agency name, abbreviation, or description. To conduct a more accurate search, use the [Advanced Search Form](#) in the Opportunities section.

Keywords:

Items 1-20 of 25 Showing 20 per page Jump 1 | [Next >](#)

	Name	Locations	Notices
	FEDERAL SUPPLY SERVICE	22 Locations	83 Notices
	FEDERAL TECHNOLOGY SERVICE	25 Locations	0 Notices
	GSA BOARD OF CONTRACT APPEALS	0 Locations	0 Notices

- XII. The Locations sub-tab, presents a listing of the agency locations.
- XIII. Use the review icon to open location's opportunities.
- XIV. The Location Profile sub-tab presents profile data for the selected location.

My FBO

My Profile

Opportunities

Agencies

Welcome, Micki Vendor

Accessibility
 User Guide
 Logout

Administrative Office of the U. S. Courts: Locations

[RETURN TO AGENCIES](#)
[RETURN TO LIST \(AGENCIES\)](#)

[Opportunities](#)
[Profile](#)
[Offices](#)
[Locations](#)

Keywords:

Items 1-20 of 104
 Showing 20 per page
 Jump 1 [Next >](#)

	Office ▼	Name ▼	Notices	City ▼	State ▼	Zip
	AO-Application Development Office	App Dev Off	0	Washington	District of Columbia	20544-0001
	AO-Judicial Data Center	AO U.S. Courts	0	Washington	District of Columbia	20544

My FBO

My Profile

Opportunities

Agencies

Welcome, Micki Vendor

Accessibility
 User Guide
 Logout

GENERAL SERVICES ADMINISTRATION: 10FT (10FT)

[RETURN TO AGENCIES](#)
[RETURN TO LIST \(OFFICES\)](#)

[Opportunities](#)
[Profile](#)
[Locations](#)

[Opportunities](#)
[Location Profile](#)

Office Location Information

Code: 10FT
 Name: 10FT
 Address: Test
 United States

4 Vendor Opportunity Actions



4.1 Reviewing an Opportunity

- I. To review the details of an opportunity, click the Review icon.

My FBO	My Profile	Opportunities	Agencies
<p>Welcome, Micki Vendor Accessibility User Guide Logout</p>			
<p>Opportunities RETURN TO OPPORTUNITIES</p>			
<p> Opportunities List Advanced Search Watched Search Agents Bids/Responses Archives </p>			
<p> Search Tip: Use the Advanced Search Form for a wide array of search fields. To view opportunities by agency, go to the Agencies section. A quick search can be conducted using the fields below.</p>			
<p> Keyword / Solicitation #: <input type="text"/> TIPS Posted Date: <input type="text" value="Last 90 Days"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Save Defaults"/> </p>			
<p> Search by Agency, Set-aside, State, and Type Search by Classification, NAICS code, Recovery actions, and more </p>			
<p>1 - 20 of 224 Sort By <input type="text" value="Posted On (Desc.)"/> Showing <input type="text" value="20"/> per page 1 2 3 4 5 6 7 121</p>			
Opportunity	Agency/Office/Location ▼	Type ▼ / Set-aside ▼	Posted On ▲
Total HBCU Setaside Testing	INTERIOR, DEPARTMENT OF THE NATIONAL PARK SERVICE 00010	Foreign Government Standard	Oct 10, 2010
38--PreSolicitation Web Service test ASFWS10TXXXXX 38 -- Construction, mining, excavating & highway maintenance equipment	AMC AMCOM Carla Test Office	Presolicitation / Total HBCU / MI	Jul 29, 2010

- II. Once a vendor has selected the review icon, the Notice Details sub-tab is opened.
- III. On the Notice Details sub-tab, besides being able to review the details of the opportunity, a vendor can use the Watch This Opportunity button, or if previously added Stop Watching This Opportunity button, to manage whether this opportunity is part of their Watched List. The Watched List is a designation that a vendor can set on a notice that saves the notice on a sub-tab list of notices. The Watched List is easily accessed with a Quicklink, and the vendor receives Watched List notification emails that outline any changes impacting a notice on their Watched List.
- IV. If the opportunity allows for an Interested Vendor designation (established by each buyer on each opportunity before a notice is posted), the vendor can manage their designation as being an interested vendor for an opportunity. To do so, click the Add Me to Interested Vendors button (or if previously added Remove Me from Interested Vendors). *Note: Vendors are required to be logged-in to access both of these features of the Interested Vendors List.*

NOTE: If you have added yourself to an Interested Vendor list and the opportunity has been archived you will not be able to remove yourself from the list.

My FBO	My Profile	Opportunities	Agencies
<p>Welcome, Claudia Adams Accessibility User Guide</p> <p> TSA Small Business Industry Day Solicitation Number: HSTS-15-IndustryDay Agency: Department of Homeland Security Office: Transportation Security Administration Location: Headquarters TSA</p>			
<p>Notice Details Packages Interested Vendors List Print Link</p>			
<p> Original Synopsis Feb 27, 2015 10:59 am</p>			
<p> Return To Opportunities List Watch This Opportunity Add Me To Interested Vendors </p>			
<p>Solicitation Number: HSTS-15-IndustryDay Notice Type: Special Notice</p>			
<p>Synopsis: Added: Feb 27, 2015 10:59 am The Transportation Security Administration will be hosting its Annual Small Business Industry Day on May 12th 2015 from 9am-2pm at TSA Headquarters, 601 S. 12th Street in Arlington Va. Due to building logistics and space only 27 small business contractors will be invited to participate that meets the following strict criteria:</p> <p>Extensive past performance in intelligence, intelligence gathering, security risk assessments and mitigation, bio-metrics, security technology program management, human capital management, large dollar acquisition management, or contractors currently performing at TSA on a sub-contract arrangement, working in security technologies. In addition we are highly encouraging woman-owned and Hub Zone businesses participation which fits the criteria.</p> <p>If interested in participating contractors MUST submit their capability statements via email to our event coordinator company, American Small Business Alliance. The point of contact is Ms Tania Armijo-Valle, tarmijo-</p>			
<p>GENERAL INFORMATION</p> <p>Notice Type: Special Notice</p> <p>Posted Date: February 27, 2015</p> <p>Response Date: -</p> <p>Archiving Policy: Automatic, on specified date</p> <p>Archive Date: May 12, 2015</p> <p>Original Set Aside: N/A</p> <p>Set Aside: Total Small Business</p> <p>Classification Code: R -- Professional, administrative, and management support services</p> <p>NAICS Code: 541 -- Professional, Scientific, and Technical Services/541611 -- Administrative Management and General Management Consulting Services</p>			

- V. Since notices are subject to revisions and updates, the system allows a vendor to review the original notice, amendments/modifications (including awards), or the complete notice.
- VI. When a notice is viewed, the display will be the Complete View of the notice. You will find a history tree on the left side of the notice. This history tree presents a complete listing of the history of the notice, providing the user with the opportunity to navigate to a specific notice modification or the original synopsis.
- VII. You may view each branch in the history by clicking on the link for each branch.

4.2 Printing an Opportunity

- I. To open an opportunity in a printer friendly format, select the Print icon. Doing so will open a new window with the opportunity laid out in a printer-friendly format.

The screenshot displays the 'Complete View' of a solicitation on the FBO.GOV website. The top navigation bar includes 'My FBO', 'My Profile', 'Opportunities' (selected), and 'Agencies'. A welcome message 'Welcome, Micki Vendor' is shown with links for 'Accessibility', 'User Guide', and 'Logout'.

The main content area is titled 'B--studies' and includes the following details:

- Solicitation Number: N00000CONSBUY
- Agency: DEPT OF DEFENSE
- Office: DEPT OF THE NAVY
- Location: Naval Supply Systems Command

Below the details are three tabs: 'Notice Details' (selected), 'Packages', and 'Interested Vendors List'. To the right of these tabs are 'Print' and 'Link' icons.

On the left, a 'Complete View' history tree shows two entries:

- Original Synopsis**: Presolicitation, May 31, 2010, 12:42 pm
- Changed**: May 31, 2010, 1:42 pm

The central section contains the following information:

- Solicitation Number:** N00000CONSBUY
- Notice Type:** Presolicitation
- Synopsis:** Added: May 31, 2010 12:42 pm Modified: May 31, 2010 1:42 pm [Track](#)
- [Changes](#)
- studies

Buttons at the top of this section include 'Return To Opportunities List', 'Watch This Opportunity', and 'Add Me To Interested Vendors'.

The right sidebar, titled 'ALL FILES', lists two attachments:

- Attachment**: May 31, 2010, [N00000CONSBUYbabyint...](#)
- Attachment**: May 31, 2010, [N00000CONSBUYbabyint...](#), [N00000CONSBUYCasual ...](#), and [N00000CONSBUYIlovey...](#)

- II. Use the Print button to execute the print job.
- III. The Close button closes the print window.

Press **Print** or select **File » Print** from the browser menu to open the print dialog.

Print **Close**



47 -- Hose Assembly, Nonmetallic

Solicitation Number: SPM7M4-08-R-0034

Agency: Defense Logistics Agency

Office: Acquisition Management

Location: Defense Supply Center Columbus BSM

Notice Type:

Modification/Amendment/Cancel

Original Posted Date:

February 26, 2008

Posted Date:

April 8, 2008

Response Date:

May 28, 2008 1:00 pm Eastern

Original Response Date:

April 14, 2008

Archiving Policy:

Automatic, 15 days after response date

Original Archive Date:

April 29, 2008

Archive Date:

-

Classification Code:

47 -- Pipe, tubing, hose & fittings

NAICS Code:

332 -- Fabricated Metal Product Manufacturing/332999 -- All Other Miscellaneous Fabricated Metal Product Manufacturing

Synopsis:

Added: February 26, 2008 Modified: Apr 08, 2008 2:45 pm [Track Changes](#)

Hose Assembly, Nonmetallic, 1-1/2 in. ID, 50 ft length, Mil-Spec titled "Hose, End Fittings and Hose Assemblies, Synthetic Rubber, Aircraft Fuels", NSN 4720-00-826-4782. Spider Cable Assembly to be installed after pressure testing. Approved Source: Durodyne (62913). Item must be manufactured I/A/W Spec NR MIL-H-17902F (1)Type Number: M17902-A-NCA-50 I/A/W Std Nr MIL-STD-129P(3) . This solicitation contains provisions for First Article Testing (FAT). FAT is required of all non currently approved offerors. This solicitation is being solicited under full and open competition and is unrestricted. The proposed procurement contains a 100% quantity option. Delivery will be to DoD depots located at Tracy, CA and New Cumberland, PA. All responsible sources may submit an offer. See note 26. Copies of this solicitation will be available on the DSCC website after 28 Apr 08.

4.3 Managing Electronic Responses to an Opportunity

Submitting an Electronic Response

- I. A buyer may enable the submission of electronic responses for certain opportunities. If so, within the Notice Details sub-tab of an opportunity, a note will be visible indicating that the opportunity allows for electronic responses. **Note, a vendor must login to the system to be able to submit electronic responses for opportunities.**
- II. There will be a blue click here link to submit a response; if selected, the system will open a new tab called Electronic Response.

Notice Details Packages Interested Vendors List

Note: This opportunity allows for electronic responses. [Click here](#) to submit a response.

III. If the response deadline has passed

for that opportunity, the user will no longer be able to submit an electronic response.

- IV. There are two possible types of electronic response:
 - a) Line Item Builder form
 - b) Document upload

What the user sees depends on which response type(s) the buyer enabled for that particular opportunity. So, the user may see *only* the Line Item Builder form, *only* the Document Package upload, or both the form and upload options. The below screen shot illustrates both response types as displayed to the user:

Notice Details Packages Interested Vendors List **Electronic Response**

Instructions: Please fill out all required fields and click save/submit. Until the response deadline passes, you may edit your response.

* indicates a required field

Response

Line Item Description	Quantity	Unit Price	Total
Line Item #1	1000	<input type="text"/>	<input type="text" value="0.00"/>
Child Line Item #1	500	<input type="text"/>	<input type="text" value="0.00"/>
Line Item #2	750	<input type="text"/>	<input type="text" value="0.00"/>
Grand Total:			<input type="text" value="0"/>

Documents:

Description:

File:
For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.

- V. The Line Item Builder form will provide the following information in spreadsheet fashion:
- Line Item Description;
 - Child Line Item Description which will be indented under the related parent Line Item;
 - Quantity per Line Item and Child Line Item
- VI. The user must enter a price per Line Item in the Unit Price column; the Total column will calculate the Quantity multiplied by the price entered; the system will also calculate the Grand Total price (sum of all Line Item Totals) which will be displayed in the last row of the form.

Line Item Description	Quantity	Unit Price	Total
Line Item #1	1000	25.00	25000
Child Line Item #1	500	5.50	2750
Line Item #2	750	100.00	75000
Grand Total:			102750

- VII. The Documents section allows the user to submit files as part of their electronic response to the opportunity.
- The user can enter a description for every file to be uploaded, note this is optional.
 - To select a file for upload, the user clicks on the Browse button. (Note, for files over 10 Mb, please use the Large Upload (JAVA) button.) This will allow the user to select a file located on their computer for upload.

Documents:

Description:

File:
 For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.

- After selecting the file, the user can click the Add New button to select additional files for upload.

Documents:

Description:
Test Electronic Response File

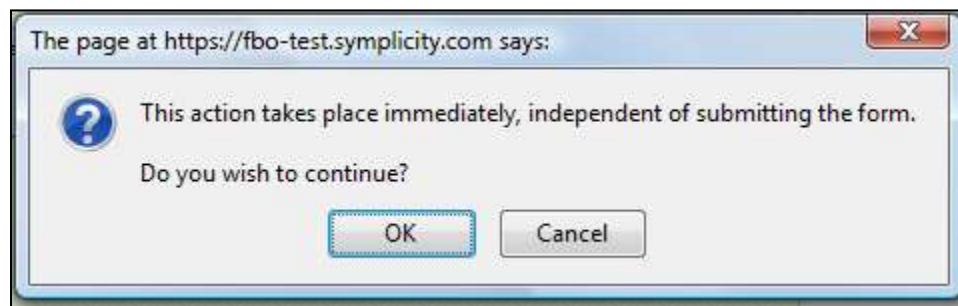
File Name:
 [Sample vendor bid response.docx](#)

File Size:
9891

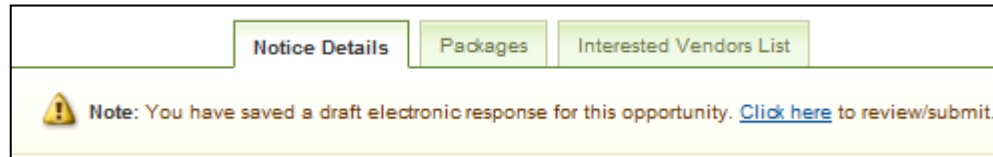
Description:

File:
For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.

- d. The user can delete any file(s) previously selected for upload by clicking on the Delete button.



Note: the system displays a warning if the user clicks the Delete button and provides the option to cancel the action.

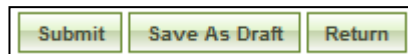


If the user clicks OK, the system will immediately remove the file and returns the user to the Response page.

- VII. The user has three options at the bottom of the Response page:
- a. Submit saves and electronically submits the response to the government point of contact for that opportunity in the system. Note, the system will send an email to the email address on file for the user confirming the electronic submission;
 - b. Save as Draft saves the response created, but does not submit it to the government point of contact for the opportunity in the system; if selected, the system returns to the Notice Details tab and there is a note at the top indicating that the user has saved a draft response for the opportunity. The user can click on the blue Click here link in the note to review/submit a response.

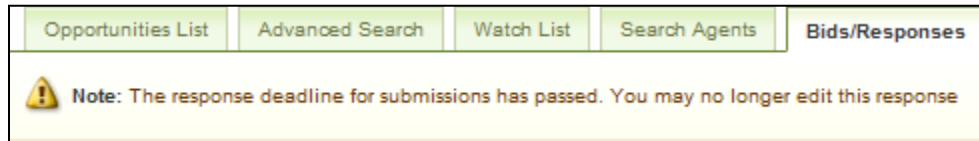
After

opens the



displays the draft response for review. There is a note at the top which will advise the user whether or not the response deadline has passed. If not, the user can click on the blue [Click here](#) link to make changes to the draft response and submit if ready.

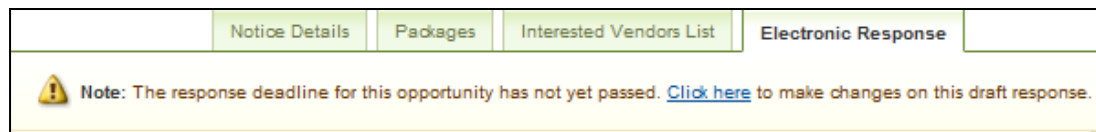
clicking the link to review/submit, the system Electronic Response tab and



- c. Return does not save the response and takes the user back to the Notice Details tab for the opportunity.

Reviewing / Editing an Electronic Response

- I. Once a user logs into the system, they can either click on the Find Opportunities Quicklink on the My FBO page, or click on the Opportunities button located in the top navigation. Within the Opportunities section, the user can click on the




Bids/Responses tab to review a list of all electronic responses. The list will display the following information:

- i. Notice title (user can click the title to go to the Notice Details page);
 - ii. Agency/Office associated with the opportunity;
 - iii. Location associated with the opportunity;
 - iv. Date the response was last modified;
 - v. Submitted status (green check if submitted; red x if not submitted);
- II. The user can click on the View icon next to an opportunity to review the response.
 - a. If the response deadline has passed for the opportunity, the system will display the following message at the top of the Bids/Responses tab indicating that the user may no longer edit the response.





- b. If the response deadline has not yet passed, the system will display the following note at the top of the Bids/Responses tab indicating that the user can make changes to the response:

- III. To edit the response, click on the blue Click here link in the note. At this time, the user can edit the prices entered previously for any Line Item in the Line Item Builder. In addition, the user can review any documents previously uploaded, as well as delete and/or upload additional documents. There are two options on this

Opportunities List	Advanced Search	Watch List	Search Agents	Bids/Responses	Archives
 Note: The response deadline for this opportunity has not yet passed. Click here to make changes.					

page:

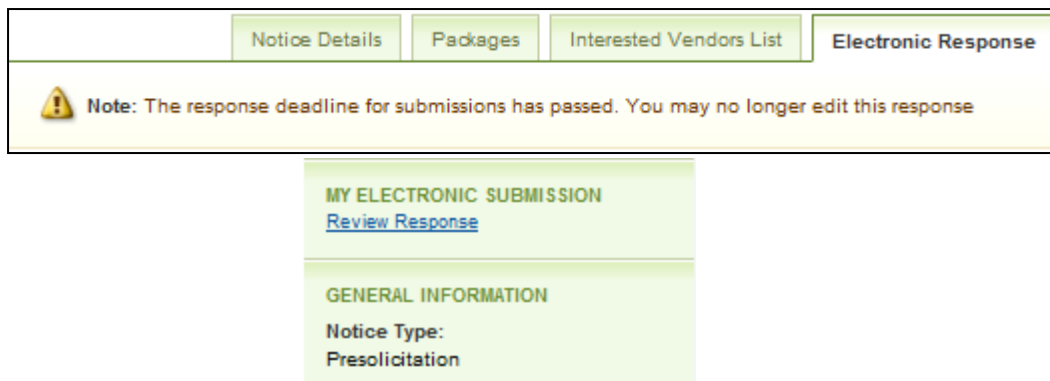
- a. Submit saves any change(s) made and submits the response to the opportunity. Note, the system will send an email to the email address on file for the user confirming the electronic submission.
- b. Return does not save any changes made and takes the user back to the

Bids/Responses					
RETURN					
Opportunities List Advanced Search Watch List Search Agents Bids/Responses Archives					
Keywords: <input type="text"/> <input type="button" value="Go"/>					
Items 1-10 of 10					
	Notice ▼	Agency/Office ▼	Location ▼	Modified on ▼	Submitted ▼
	Bid Mod Test 40 - MM-FBO-040	Office of Integrated Acquisition Environment(IAE)	Symlicity Test Location(SYMP)	Feb 21, 2009 10:38 pm	✓
	Bid Mod Test 34 - MM-FBO-034	Office of Integrated Acquisition Environment(IAE)	Symlicity Test Location(SYMP)	Feb 12, 2009 2:06 pm	✓
	Bid Mod Test 32 - MM-FBO-032	Office of Integrated Acquisition Environment(IAE)	Symlicity Test Location(SYMP)	Feb 10, 2009 3:39 pm	✗
	Bid Mod Test 33 - MM-FBO-033	Office of Integrated Acquisition Environment(IAE)	Symlicity Test Location(SYMP)	Feb 11, 2009 6:04 pm	✓

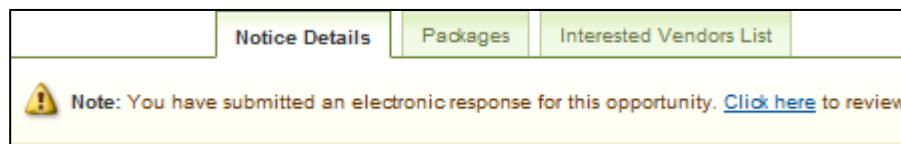
complete list of responses.

- IV. A user can also review their submitted electronic responses from the Notice Details tab of an opportunity. From the Bids/Responses tab, the user can click on the notice title link to access the Notice Details sub-tab. (See sections 3.5 and

- 4.1 for more information on locating and viewing an opportunity.) If a user previously submitted an electronic response to an opportunity, the system will display a message at the top of the Notice Details tab within the opportunity indicating that the user submitted an electronic response.
- V. To review the response details, click on the blue Click here link in the note, or click on the blue Review Response link located at the top of the right side bar under the heading My Electronic Submission.




- VI. After clicking on the Click here or Review Response link, the system will open the Electronic Response tab. Note, the right side bar will provide response information including the date and time that the response was created and modified, as well as the name of the submitter.
- VII. If the response deadline has passed for the opportunity, the system will display the following message at the top of the Electronic Response tab indicating that the user may no longer edit the response. Note, the user will still be able to review their submitted response and at any time can return to the Notice Details tab by clicking on the Return button within the response.




- VIII. If the response deadline has not yet passed, the system will display the following note at the top of the Electronic Response tab indicating that the user can make changes to their response:

- IX. To edit the response, click on the blue Click here link in the note. At this time, the user can edit the prices entered previously for any Line Item in the Line Item Builder. In addition, the user can review any documents previously uploaded, as well as delete and/or upload additional documents. There are two options on this


	Notice Details	Packages	Interested Vendors List	Electronic Response	
 Instructions: Please fill out all required fields and click save/submit. Until the response deadline passes, you may edit your response. Note: You may review your past responses below: ■ Feb 21, 2009 10:12 pm					

page:

- a. The Submit button saves any changes made and submits the response to the opportunity. Note, the system will send an email to the email address on file for the user confirming the electronic submission;

	Notice Details	Packages	Interested Vendors List	Electronic Response
 Note: The response deadline for this opportunity has not yet passed. Click here to make changes.				

- b. The Return button does not save any changes made and takes the user back to the Notice Details tab.
- X. If the buyer modifies the Line Item (CLIN) Builder form after a user has submitted an electronic response, the system will send an email to the email address on file for the user alerting them that a change has been made.
- XI. When the user reviews the response submitted for that opportunity, the system will display a message advising the user that changes were made to the form. If the user chooses to make changes to their response (note, changes can only be made if the response deadline has not yet passed), the system will provide a

	Notice Details	Packages	Interested Vendors List	Electronic Response	
 Note: The response deadline for this opportunity has not yet passed. Click here to make changes. The buyer has modified the template since your submission. If you choose to make changes to your response, you will be presented with a blank copy of the new template					

blank copy of the new form.

- XII. If the user chooses to make changes and submit a new response, they must click on the blue Click here link in the note. The system will display the new form for the user to complete and submit if desired. The user can review their past responses by clicking on the blue link(s) in the note posted with the instructions.

FEDBIZOPPS.GOV Federal Business Opportunities

Welcome, Alan Vendor [Accessibility](#) [User Guide](#) [Logout](#)

New headquarters for the Dept. of Defence.
 Solicitation Number: 123123456
 Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
 Office: test section
 Location: 5

Notice Details Packages Interested Vendors List

Complete View
[Original Synopsis](#)
 Presolicitation
 Mar 24, 2008
[Modification 1](#)
 Solicitation
 Mar 25, 2008
[Modification 2](#)
 Solicitation
 Mar 25, 2008

[Back](#) [Add To Watchlist](#) [Add Me To Interested Vendors](#)

Solicitation Number: 123123456
Notice Type: Solicitation

Synopsis:
 Added: Mar 24, 2008 11:03 am
 The Department of Defense requires new offices in Roslyn at 101 Wilson Blvd. The requirement is for 20 stories with 5000 occupants. Exterior must be smoked glass and steel.

Solicitation 01
 Sensitive/Secure Package: no
 Type: Solicitation

[Download For new follow review.pdf \(78.68 Kb\)](#)

ALL FILES
[Solicitation 01](#)
 Mar 25, 2008
[View File](#)
[Solicitation 02](#)
 Mar 25, 2008
[View File](#)

GENERAL INFORMATION
Notice Type: Modification/Amendment/Cancel
Original Posted Date: March 24, 2008
Posted Date: March 25, 2008

4.4 Reviewing Packages associated with an Opportunity

- I. Within an opportunity, on the notice details sub-tab, associated packages will show on the right under the heading all files. If a file link in this list is clicked, the user is taken to the packages sub-tab for the opportunity.
- II. Alternatively, the packages sub-tab could be clicked. On the packages sub-tab, the vendor will see the packages associated with an opportunity.

4.5 View Controlled/Unclassified Documents

- I. To review a controlled, unclassified document (sensitive/secure), a user is required to have a valid MPIN (Marketing Partner Identification Number) entered in the system. The MPIN is part of the SAM profile for an entity.
- II. Note: MPIN verification is saved and this step is only again required if the MPIN entered does not align with current data for a firm. If a previously entered MPIN becomes invalid, the system will prompt a vendor to enter a new MPIN and to verify the new value.
- III. Enter MPIN if prompted.

Replacement of Structural Components and Climbing Ladders at Saipan and Tinian
 Solicitation Number: BBGCON360756453-MEDC
 Agency: 0001 Sensitive/Secure Test Agency
 Office: 0001A Export Control Office
 Location: Document Verification Office

Notice Details Packages

MPIN Verification:
 To view **controlled unclassified documents** (marked with icon and **red links**) you must verify your account by providing your **MPIN** below. Your MPIN is a unique SAM vendor ID. Only your company point of contact has access to the MPIN. If you do not know your MPIN please go to <http://www.sam.gov>. MPIN verification is not required to view other documents.

Document Viewers: Please consult the list of [document viewers](#) if you cannot open a file.

Keywords:

Items 1-2 of 2

Label ▼	Type ▼	Date Posted ▼	Secure ▼
---------	--------	---------------	----------

4.6 Request Access to View an Explicit Access Document

- I. If a package requires explicit access, when the packages sub-tab is clicked, the vendor will see a warning indicating that the controlled, unclassified documents require explicit access.
- II. To request explicit access use the request explicit access button.
- III. If a request for explicit access was previously submitted, and is pending review, the vendor will see designation that explicit access was previously requested.
- IV. Vendors receive email notification once their request has been approved or rejected.

My FBO	My Profile	Opportunities	Agencies								
<div> <div>Office of Integrated Acquisition Environment logo</div> <div> <h3>Test Notice 4</h3> <p>Solicitation Number: Test-000004 Agency: GENERAL SERVICES ADMINISTRATION Office: Office of Integrated Acquisition Environment Location: Symplicity Test Location</p> </div> </div> <div> Notice Details Packages Interested Vendors List </div>											
<div> Notice - Documents Require Explicit Access: The controlled unclassified documents for this solicitation require explicit access permissions. To request access for this solicitation and to be added to the Authorized Parties List, please click the following button. </div> <div> Request Explicit Access </div>											
<div> Document Viewers: Please consult the list of document viewers if you cannot open a file. </div>											
<div> Keywords: <input type="text"/> + More Search Fields Search </div>											
<div>Items 1-1 of 1</div> <table border="1"> <thead> <tr> <th>Label ▼</th> <th>Type ▼</th> <th>Date Posted ▼</th> <th>Secure ▼</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Label ▼	Type ▼	Date Posted ▼	Secure ▼				
Label ▼	Type ▼	Date Posted ▼	Secure ▼								

<div> <div>Office of Integrated Acquisition Environment logo</div> <div> <h3>Test Notice 4</h3> <p>Solicitation Number: Test-000004 Agency: GENERAL SERVICES ADMINISTRATION Office: Office of Integrated Acquisition Environment Location: Symplicity Test Location</p> </div> </div> <div> Notice Details Packages Interested Vendors List </div>			
<div> Notice - Explicit Access Request is Pending Review/Approval: Your request for explicit access to controlled unclassified documents for this solicitation is pending. You will receive an email notification upon approval/rejection </div>			

- V. If a request for explicit access was previously submitted, and granted, the vendor will see designation that explicit access was granted.



explicit one

Solicitation Number: 323explicitone
Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
Office: test section
Location: 5

Notice Details

Packages

 **Note:** You are on the Authorized Party List for this solicitation

Keywords: [More](#)

Items 1-1 of 1

Label ▼	Type ▼	Date Posted ▼	Secure ▼
 testlinkexplicit	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	Mar 23, 2008	Explicit Access

4.7 Viewing Export Controlled Documents

- I. If a user tries to view a document that is export controlled, and the vendor is not authorized, the user will see an explanation of why they are not able to access the documents. No further action is allowed.
- II. Vendors without export control authorization will only be able to review non-secure packages associated with an opportunity where any of the controlled, unclassified documents are export controlled.

The screenshot shows the FedBizOpps.gov website interface. The header includes the FedBizOpps.gov logo and navigation tabs: My FBO, My Profile, Opportunities (selected), and Agencies. A user is logged in as 'nancy sensitive'. The main content area displays a solicitation titled '2nd explicit access make sure not universal status for all' from the WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY. Below the title are tabs for Notice Details, Packages, and Interested Vendors List. A red warning icon and message state: 'Documents Are Export Controlled: The sensitive, but unclassified documents for this solicitation are export controlled. Your vendor information does not contain this level of permission which is required to view the related documents.' A 'Back To List' button is provided. Below the message is a search bar with 'Keywords:' and a 'Go' button. The results show 'Items 1-5 of 5'. A table lists three items, all marked as 'Locked' and 'Exist / Explicit Access / Export Controlled'.

Label ▼	Type ▼	Date Posted ▼	Secure ▼
bill7 Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	Mar 25, 2008	Exist / Explicit Access / Export Controlled
see Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	Mar 23, 2008	Exist / Explicit Access / Export Controlled
nancyenonlvs Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	Mar 25, 2008	Exist / Explicit Access / Export Controlled

- III. If a vendor's firm is authorized to review export controlled documents, and if a valid MPIN is entered in the system, documents will be available for review.
- IV. If MPIN has not been verified for the user, the user will be prompted to enter an appropriate MPIN.
- V. Note, MPIN verification will be saved and this step is only again required if the MPIN entered does not align with current data for a firm/office. If a previously entered MPIN becomes invalid, the system will prompt a vendor to enter a correct MPIN to verify the new value.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Opportunities Agencies

Welcome, nancy murray Accessibility Help Logout

Export Control Test
 Solicitation Number: 235689
 Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
 Office: test section
 Location: 5

Notice Details Packages Interested Vendors List

MPIN Verification Required:
 The Sensitive Documents for this solicitation are export controlled. Your registered DUNS has export control permissions, but you must first verify your own account by entering your MPIN below. If you do not know your MPIN please go to <http://ccr.gov>.

[enter MPIN here] **Verify MPIN**

Keywords: **More** **Go**

- VI. When a user (or machine) enters a MPIN incorrectly three consecutive times, a captcha (image with characters) is displayed as a check to see if the user attempting to log in is indeed a human user.
- VII. The user must enter the characters displayed in the Verification Code with MPIN in order to attempt another submission. This prevents unauthorized access by spammers and other security threats. **NOTE: If you repeatedly received the Captcha image then go to your SAM.gov profile and confirm that you are entering the correct MPIN. If your MPIN continues to not work contact the FSD Help Desk.**
- VIII. Users can click on the image to hear the code.



Replacement of Structural Components and Climbing Ladders at Saipan and Tinian

Solicitation Number: BBGCON360758453-MEDC
Agency: 0001 Sensitive/Secure Test Agency
Office: 0001A Export Control Office
Location: Document Verification Office

Notice Details
Packages

MPIN Verification:

To view **controlled unclassified documents** (marked with  icon and **red** links) you must verify your account by providing your **MPIN** below. Your MPIN is a unique SAM vendor ID. Only your company point of contact has access to the MPIN. If you do not know your MPIN please go to <http://www.sam.gov>. MPIN verification is not required to view other documents.

5602d

Verification Code Required:



[Download the audio file](#) to play with your preferred media player application.

Your entry could not be verified

4.8 Explicit Access and Export Controlled Documents

- I. If both Export Control and Explicit Access document controls apply, both requirements will be listed in the Secure column.
- II. The vendor will need to first enter a valid MPIN (if not previously established in the system). Once the MPIN is entered, click verify MPIN

Replacement of Structural Components and Climbing Ladders at Saipan and Tinian
 Solicitation Number: BBGCON360756453-MEDC
 Agency: 0001 Sensitive/Secure Test Agency
 Office: 0001A Export Control Office
 Location: Document Verification Office

Notice Details Packages

MPIN Verification:
 To view **controlled unclassified documents** (marked with icon and red links) you must verify your account by providing your **MPIN** below. Your MPIN is a unique SAM vendor ID. Only your company point of contact has access to the MPIN. If you do not know your MPIN please go to <http://www.sam.gov>. MPIN verification is not required to view other documents.

5602d



Verification Code Required:

[Download the audio file](#) to play with your preferred media player application.

Your entry could not be verified

- III. Then, the vendor will be given the option to Request Explicit Access. To request explicit access use the Request Explicit Access button.

- IV. If a request for explicit access was previously submitted, and is pending review, the vendor will see designation that explicit access was previously requested.
NOTE: If your request for explicit access has not been approved, contact the POC listed on the solicitation for assistance.
- V. If a request for explicit access was previously submitted, and granted, the vendor will see designation that explicit access was previously granted.

My FBO	My Profile	Opportunities	Agencies
<div>Office of Integrated Acquisition Environment logo</div> <div> Test Notice 4 Solicitation Number: Test-000004 Agency: GENERAL SERVICES ADMINISTRATION Office: Office of Integrated Acquisition Environment Location: Symplcity Test Location </div> <div> Notice Details Packages Interested Vendors List </div>			
<div>  Notice - Documents Require Explicit Access: The controlled unclassified documents for this solicitation require explicit access permissions. To request access for this solicitation and to be added to the Authorized Parties List, please click the following button. </div> <div> Request Explicit Access </div>			
<div>  Document Viewers: Please consult the list of document viewers if you cannot open a file. </div>			
<div> Keywords: <input type="text"/> + More Search Fields <input type="button" value="Search"/> </div>			
<div>Items 1-1 of 1</div>			
Label ▼	Type ▼	Date Posted ▼	Secure ▼

4.9 Interested Vendor List

- I. The buyer for an opportunity will set whether or not an opportunity allows a vendor to indicate interest in a particular opportunity. If allowed, vendors will see an option to add themselves to the interested vendors list. If not allowed, the

- add/remove me to the interested vendors buttons will not display. **Note: The intent of this feature is to collect a list of vendors interested in competing for the opportunity listed or finding subcontracting opportunities. This feature is monitored. Misuse of this feature may result in having your FBO account suspended.**
- II. To be added to the interested vendor list, use the Add Me To Interested Vendors button.

The screenshot displays the FEDBIZOPPS.GOV website interface. At the top, the header includes the site logo, 'Federal Business Opportunities', and navigation links for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. A user is logged in as 'edmaria calva'. The main content area shows a solicitation titled '2nd explicit access make sure not universal status for all' from the 'WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY'. Below the title are tabs for 'Notice Details', 'Packages', and 'Interested Vendors List'. The 'Notice Details' tab is active, showing a 'Complete View' of the solicitation. It includes a list of documents: 'Original Synopsis' (Combined Synopsis/Solicitation, Mar 23, 2008), 'Amendment 1' (Mar 23, 2008), 'Amendment 2' (Mar 23, 2008), 'Amendment 3' (Mar 25, 2008), and 'Amendment 4' (Mar 25, 2008). The synopsis text states: 'this is a more clear description - added'. It also includes a 'Track Changes' link and a note about a competitive bid review process. On the right side, there is a section titled 'ALL FILES' listing documents like 'eee', 'bill7', 'nanovengonip', and 'Solicitation 01', each with a date and a 'Locked' status.

- III. If a vendor would like to be removed from the interested vendor list, use the Remove Me From Interested Vendors button. **NOTE: If an opportunity has been archived you will not be able to remove yourself from the Interested Vendor list.**

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with links for "My FBO", "My Profile", "Opportunities", and "Agencies". Below this, a user is logged in as "edmaria calva". The main content area displays a notice titled "2nd explicit access make sure not universal status for all". The notice details include: Solicitation Number: estate, Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY, Office: test section, and Location: 5. There are buttons for "Notice Details", "Packages", and "Interested Vendors List". A yellow banner states: "Note: You have been added to the Interested Vendors List for this notice". Below this, there is a section for "Complete View" with links for "Original Synopsis", "Amendment 1", "Amendment 2", and "Amendment 3". The "Original Synopsis" is selected, showing details about the solicitation number, notice type, and a synopsis. The synopsis includes a date and time added, and a link to "Track Changes". On the right side, there is a section for "ALL FILES" with links to "eee", "bill7", and "nanvengonle", each with a date and a "Locked" status.

- IV. The buyer for an opportunity will also establish whether an opportunity allows a vendor to review the list of other vendors that have indicated interest in a particular opportunity.
- V. If allowed, the vendor will see the Interested Vendors List sub-tab when reviewing an opportunity. If viewing of other interested vendors is not allowed, this sub-tab will not display.
- VI. Use the keywords filter to search for a particular vendor in the list.

The screenshot shows the FedBizOpps.gov website interface. At the top, there's a header with the FedBizOpps.gov logo and navigation tabs: My FBO, My Profile, Opportunities (selected), and Agencies. Below the header, a user profile section displays the name 'edmaria calva' and a welcome message. The main content area shows details for a solicitation: '2nd explicit access make sure not universal status for all'. Below this, there are tabs for 'Notice Details', 'Packages', and 'Interested Vendors List' (selected). A search bar with a 'Go' button is present. The 'Interested Vendors List' displays a table of vendors with columns for Last Name, First Name, Email, Name, and DUNS. The table lists three vendors: 'calva' (edmaria), 'One' (Vendor), and 'Vendor' (Alan). At the bottom, there's a 'Remove Me From Interested Vendors' button and links for User Guide, Accessibility, and Help Desk.

Federal Business Opportunities

My FBO My Profile **Opportunities** Agencies

Welcome, edmaria calva [Accessibility](#) [User Guide](#) [Logout](#)

2nd explicit access make sure not universal status for all
 Solicitation Number: estate
 Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
 Office: test section
 Location: 5

Notice Details Packages **Interested Vendors List**

Keywords:

Items 1-3 of 3

Last Name ▼	First Name ▼	Email	Name ▼	DUNS ▼
calva	edmaria	edmar@system.com	OPTOMETRICS CORPORATION	001002138
One	Vendor	vendor1@symplicity.com	INTERNATIONAL BUSINESS MACHINES	084006741
Vendor	Alan	test10@symplicity.com	LOEB, H CORP	001001668

Items 1-3 of 3

[User Guide](#) [Accessibility](#) [Help Desk](#)

4.10 Search Agents

- I. As previously discussed, the system allows vendors to search for opportunities based on a variety of search metrics. These searches, once created, can be useful tools for recurring use in the system. As such, advanced searches can be saved as search agents that can be scheduled for recurring exploration, or executed on an ad hoc basis.
- II. To review/manage existing search agents, go to the Search Agents sub-tab on the main navigation Opportunities.
- III. Each Search Agent will be listed in this list.
- IV. Any Search Agent can be executed on ad hoc basis to generate search results (no email notification). Use the run button to execute the search basis. Results will display on the Search Results tab.
- V. If a Search Agent has been scheduled for recurring execution, the Schedule column will indicate the frequency for the recurring schedule. A red **X** in the schedule column indicates that a search agent has not been enabled for recurring execution.
- VI. Click on the Schedule button to edit frequency settings for the search agent.
- VII. Click on the Edit button to edit the search filters for the search agent.
- VIII. Click on the Delete button to delete the search agent.

FEDBIZOPPS.GOV Federal Business Opportunities

Welcome, Alan Vendor [Accessibility](#) [User Guide](#) [Logout](#)

Search Agents

[RETURN](#)

[Opportunities List](#) [Advanced Search](#) [Watch List](#) [Search Agents](#) [Archives](#)

Items 1-4 of 4

Label ▼	Agent Type ▼	Last Run On ▼	Next Scheduled Run ▼	Schedule	Options
nanc	Vendor Notice Search	-	-	X	Schedule Edit Run Delete
Search Agent Presolicitation / Agency X	Vendor Notice Search	-	Mar 27, 2008	1 day	Schedule Edit Run Delete
Search List Test	Vendor Notice Search	-	-	X	Schedule Edit Run Delete
test agent	Vendor Notice Search	Mar 30, 2008 4:45 am	Mar 31, 2008	1 day	Schedule Edit Run Delete

[Add New Search Agent](#) Items 1-4 of 4

[User Guide](#) [Accessibility](#) [Help Desk](#)

- IX. There are three ways to create a search agent.

- a. A user can navigate directly to the Advanced Search sub-tab to build a query specifically for the purpose of being a search agent by selecting the Search and Create Saved Searches Quicklink on the My FBO page.
- b. A user can click on the Advanced Search sub-tab within the Opportunities section and save a search for future use that is robust in terms of finding relevant opportunities.
- c. A user can navigate directly to the list of saved searches by selecting the View Saved Searched Quicklink on the My FBO page. From there, the user can click the Add New Search Agent button.

4.10.1 Creating a Search Agent from Search Agents

- I. To create a search agent, go to the Search Agents sub-tab on the main navigation Opportunities.
- II. Select Add New Search Agent to add a new search agent.

NOTE: Additional information on setting up search agents can be found under on the FBO Homepage under Getting Started>Small Business Training Videos.

My FBO My Profile Opportunities Agencies

Welcome, Kristin N Schmidt Accessibility User Guide

Search Agents

[RETURN TO OPPORTUNITIES](#) [RETURN TO LIST \(OPPORTUNITIES\)](#)

Opportunities List Advanced Search Watched **Search Agents** Bids/Responses Archives

Items 1-1 of 1

Label ▼	Agent Type ▼	Last Run On ▼	Next Scheduled Run ▼	Schedule	Options
Presols	Vendor Notice Search	Jan 22, 2015 7:33 am	Jan 23, 2015	1 day	Schedule Edit Run Delete

[Add New Search Agent](#) Items 1-1 of 1

[User Guide](#) [For Help](#) [Federal Service Desk](#) [Accessibility](#)

- III. Enter a label for the search agent.
- IV. Enter desired search agent search filters using the fields available on the form.
Not all fields are shown in the screen shot below.
- V. Save, saves the search agent, but does not enable the search agent to run on a recurring basis (see below).
- VI. Save And Schedule Search Agent, should be used to enable the search agent and to set up a recurring schedule for running the agent.

My FBO	My Profile	Opportunities	Agencies
--------	------------	---------------	----------

Opportunities

◀ RETURN TO OPPORTUNITIES ▶ RETURN TO LIST (AGENTS)

Welcome, Micki Vendor

[Accessibility](#)
 [User Guide](#)
 [Logout](#)

Opportunities List

Advanced Search

Watched

Search Agents

Bids/Responses

Archives

Choose your search criteria

Please provide a label and the search criteria for this saved search. You can later schedule this agent so that it runs on a regular basis

Save

Save And Schedule Search Agent

Return To List

Search Agent Label*:

Please label this search agent

Posted Date:

Note: This field is ignored for emailed search results as only new notices that you have not previously received are sent via email.

Place of Performance State:

Hold CTRL to select multiple states

Alabama
▲

Alaska

Arizona

Arkansas

California
▼

Place of Performance Zip Code:

Separate multiple zip codes by commas

- VII. Save And Schedule Search Agent, if used, opens a form that allows the user to enable the search agent.
- VIII. Vendors must enable a search agent to have it execute on a recurring basis.
 - IX. If a search agent is set up to recur, vendors will receive email communication about search agent findings. When enabled is set to yes, the Period and Multiple fields will appear.
 - X. Period sets the frequency that the search agent will execute. Search agents can be set up to run daily, weekly, or monthly.
 - XI. Multiple establishes the frequency for the period. So to run a search agent every third day, the period should be set to day and the multiple should be set to 3.
 - XII. Hit Save to save your settings.

Berry Farms

◀ RETURN TO OPPORTUNITIES ▶ RETURN TO LIST (AGENTS)

Welcome, Micki Vendor

[Accessibility](#)
[User Guide](#)
[Logout](#)

Opportunities List
Advanced Search
Watched
Search Agents
Bids/Responses
Archives

About Scheduled Emails: Scheduled emails include only opportunities that are **new** or **have been modified** since the last scheduled run. You can view all matches regardless of new/modified status by clicking the **Run** button on the Search Agents list.

Enable/Schedule Your Search Agent

Save
Return To List
* indicates a required field

Label*:

Enabled*:

Checking 'yes' will enable your agent to be run on a scheduled basis.

☒ yes
 ☐ no

Period*:

Multiple*:

The value entered here will be used to determine how frequently your agent is run. (Example: Period=month, Multiple=2, Agent will be run every 2 months.)

Save
Return To List

4.10.2 Creating a Search Agent from Search Agents

- I. To initiate an Advanced Search, go to the Advanced Search sub-tab on the main navigation Opportunities.
- II. Enter the search filter criteria for your search. Note not all search filters are shown below in the screen shot.
- III. Select search button when filters have been set (not all filter options are shown in screen shot below because of the length of the form).

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Opportunities: Advanced Search
[RETURN TO OPPORTUNITIES](#)

Opportunities List **Advanced Search** Watched Search Agents Bids/Responses Archives

Advanced Search
 Enter your search criteria and click search to find opportunities

[Search](#) [Clear](#) [Return To Opportunities List](#)

Posted Date:

Place of Performance State:
 Hold CTRL to select multiple states
 Alabama
 Alaska
 Arizona
 Arkansas
 California

Place of Performance Zip Code:
 Separate multiple zip codes by commas

Documents To Search:
☒ Active Documents
☐ Archived Documents
☐ Both

- IV. Search results will appear on the Search Results sub-tab.
- V. If a vendor wants to save the settings used in the search, use the Save Search Agent button.

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Please note, there may be opportunities FBO did not recognize by this search. The results returned are based on agency input. If for any reason the submitting agency did not enter the Place of Performance location information, the system will not return that opportunity in the results.

Search Agents: Search with one click by saving a Search Agent. Please note: Some advanced search fields are not useable in Search Agents.

Save Search Agent

Refine Results
Clear Search

1 - 1 of 1

Sort By Posted On (Desc.) Showing 20 per page

Opportunity	Agency/Office/Location ▼	Type ▼ / Set-aside ▼	Posted On ▲
12--FBO BUY TEST FBO_BUY_TEST 12 -- Fire control equipment	STATE, DEPARTMENT OF UNIVERSAL POSTAL UNION ACC	Combined Synopsis/Solicitation	Mar 05, 2010

Refine Results
Clear Search

1 - 1 of 1

Showing 20 per page

- VI. This opens the search agent sub-tab for opportunities.
- VII. Enter a label for the search agent.
- VIII. Save, saves the search agent, but does not enable the search agent.
- IX. Save And Schedule Search Agent, should be used to enable the search agent and to set up a recurring schedule for the search agent.

My FBO	My Profile	Opportunities	Agencies
<div>Welcome, Miki Vendor Accessibility User Guide Logout</div> <h2>Opportunities</h2> <div>RETURN TO OPPORTUNITIES RETURN TO LIST (AGENTS)</div> <div>Opportunities List Advanced Search Search Results Watched Search Agents Bids/Responses Archives</div> <div><h3>Choose your search criteria</h3><p>Please provide a label and the search criteria for this saved search. You can later schedule this agent so that it runs on a regular basis</p><div>Save Save And Schedule Search Agent Return To List</div><div>Search Agent Label*: Please label this search agent <input type="text"/></div></div>			

- X. Save And Schedule Search Agent, if used, opens a form that allows the user to enable the search agent. Vendors must enable a search agent to have it execute on a recurring basis.
- XI. If a search agent is set up to recur, vendors will receive email communication about search agent findings.
- XII. When enabled is set to yes, the Period and Multiple fields will appear.
- XIII. Period sets the frequency that the search agent will execute. Search agents can be set up to run daily, weekly, or monthly.
- XIV. Multiple establishes the frequency for the period. So to run a search agent every third day, the period should be set to day and the multiple should be set to 3.
- XV. Hit Save to save your settings.

My FBO	My Profile	Opportunities	Agencies
<div style="text-align: right;">Welcome, Micki Vendor Accessibility User Guide Logout</div> <div style="margin-top: 10px;"> <h2 style="color: #709238;">Arizona Construction Opps</h2> <p>◀ RETURN TO OPPORTUNITIES ◀ RETURN TO LIST (AGENTS)</p> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; padding: 5px;"> <div>Opportunities List</div> <div>Advanced Search</div> <div>Search Results</div> <div>Watched</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Search Agents</div> <div>Bids/Responses</div> <div>Archives</div> </div> </div> <div style="background-color: #e6f2e6; padding: 10px; margin-top: 10px;"> <p> About Scheduled Emails: Scheduled emails include only opportunities that are new or have been modified since the last scheduled run. You can view all matches regardless of new/modified status by clicking the Run button on the Search Agents list.</p> </div> <div style="margin-top: 20px;"> <h3>Enable/Schedule Your Search Agent</h3> <div style="display: flex; justify-content: flex-end; align-items: center; margin-bottom: 10px;"> Save Return To List * indicates a required field </div> <hr/> <div> <p>Label*:</p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px;">Arizona Construction Opps</div> </div> <div style="margin-top: 10px;"> <p>Enabled*: Checking 'yes' will enable your agent to be run on a scheduled basis.</p> <p> <input checked="" type="radio"/> yes <input type="radio"/> no </p> </div> <div style="margin-top: 10px;"> <p>Period*:</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Day ▼</div> </div> <div style="margin-top: 10px;"> <p>Multiple*: The value entered here will be used to determine how frequently your agent is run. (Example: Period=month, Multiple=2, Agent will be run every 2 months.)</p> <div style="border: 1px solid #ccc; padding: 2px; width: 40px; text-align: center;">1</div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: flex-end; align-items: center;"> Save Return To List </div> </div> </div>			

4.10.3 Search Agent Emails

- I. Search agent emails highlight those notices that were either newly added, or modified, since the last search agent email was sent. If a search agent is slated to run daily, the email will list those notices that fall into the search criteria, and that were either newly added, or modified, since the last email was sent to you (in this example, in the past day).
- II. Search agents can be set up to find notices that meet a specific set of criteria. The search agent criteria may, or may not, include filtering for the date posted. When a search agent is run on the system, run results will include all notices meeting that search agent criteria. If the search agent is enabled, and scheduled on a periodic basis, the search agent email lists only notices that meet the criteria and that were added or modified since the last email was sent. So run results for a search agent, and the search agent email listing of notices on a particular day, will potentially differ - although both are correct.
- III. You can click on the presented solicitation link to navigate directly to a notice of interest.

Sample Email Image:

```

Monday, July 26, 2010, 04:45 am

Dear Micki:

Your FBO Opportunity Search Agent called: 'Vendor Notices' has identified the following
opportunities that have either been newly posted or modified and match your search criteria.

      Title:                DRY CLEAN TABLE CLOTHS
      Sol. #:                HARRIS-F2M311702404-DCTC-10023
      Agency:               DEPT OF THE AIR FORCE
      Office:               AETC
      Location:              345th Contracting Training Flight
      Posted On:             Jul 23, 2010 4:25 pm
      Base Type:             Presolicitation
      Link:
https://fbo-test.symlicity.com/notices/5c085d452808e4d345ae8eb952ba6cdc

-----

      Title:                Dry Clean table cloths
      Sol. #:                chapman-F2M311702402-DRY-10023
      Agency:               DEPT OF THE AIR FORCE
      Office:               AETC
      Location:              345th Contracting Training Flight
      Posted On:             Jul 23, 2010 4:22 pm
      Base Type:             Presolicitation
      Link:
https://fbo-test.symlicity.com/notices/b2064e42528df87ce8a2f0be12c2a0c8

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```

Search Field Tips

- I. When you are entering a search item (for instance data in a keyword search field), search engine resources are available.

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Opportunities: Advanced Search

RETURN TO OPPORTUNITIES

Opportunities List Advanced Search Search Results Watched Search Agents Bids/Responses Archives

Advanced Search

Enter your search criteria and click search to find opportunities

Search Clear Return To Opportunities List

Posted Date:

Place of Performance State: Hold CTRL to select multiple states

Alabama
Alaska
Arizona
Arkansas
California

Place of Performance Zip Code: Separate multiple zip codes by commas

Documents To Search:

☒ Active Documents
☐ Archived Documents
☐ Both

Keywords or SOL#: Enter a keyword or solicitation number to search all opportunity data.

[TIPS](#)

Sample Searches

These illustrate the use of search terms and phrases, Boolean operators, grouping, wildcards, and proximity searches.

- space AND flight
Finds notices containing with the words space and flight.
- space flight~10
Finds notices containing the words space and flight within 10 words of each other (proximity search).
- database AND mysql NOT oracle
Finds notices containing the words database and mysql, but not oracle.
- micro* AND circuitry
Finds notices containing both words that begin with micro and the word circuitry.
- office supplies AND (printer OR toner)
Finds notices containing the phrase office supplies in addition to either of printer or toner.
- +space flight
Finds notices with the word space which may or may not contain the word flight.

Search Terms and Phrases

When you are entering a search item (for instance data in a keyword search field), you will want to think of your search as being comprised of two components: terms and operators.

There are two types of terms: Single Terms and Phrases:

- A Single Term is a single word such as *test* or *hello*.
- A Phrase is a group of words surrounded by double quotes such as *bath tub*. Multiple terms can be combined together with Boolean operators to form a more complex query.

Boolean Operators and Grouping

Boolean operators allow terms to be combined through logic operators. FBO supports AND, OR, NOT, +, and - as Boolean operators.

Note: Boolean operators AND, OR, NOT must be in ALL CAPS otherwise they are interpreted as search terms.

- The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document. This is equivalent to a union of sets. The symbol || can be used in place of the word OR.
- To search for items that contain either of *jakarta*, *apache* or just *jakarta* use the query: *jakarta apache*.
- The AND operator finds results where both terms exist anywhere in the text of an item. This is equivalent to an intersection using sets. The symbol can be used in place of the word AND. To search for documents that contain *jakartaapache* and *Apache Lucene* use the query: *jakarta apache AND Apache Lucene*
- The + or required operator requires that the term after the + symbol exist somewhere in a field of an item. To search for documents that must contain *jakarta* and may contain *lucene* use the query: *+jakarta lucene*
- The NOT operator excludes items that contain the term after NOT. This is equivalent to a difference using sets. The symbol '!' can be used in place of the word NOT. To search for items that contain *jakarta* but not *Apache Lucene* use the query: *jakarta NOT Apache Lucene*. Note: The NOT operator cannot be used with just one term. For example, the following search will return no results: *NOT jakarta apache*
- The - or prohibit operator excludes items that contain the term after the - symbol. To search for items that contain *jakarta apache* but not *Apache Lucene* use the query: *jakarta apache -Apache Lucene*
- **Grouping** - The system supports using parentheses to group clauses to form sub queries. This can be very useful if you want to control the boolean logic for a query. To search for either *jakarta* or *apache* and *website* use the query: *(jakarta OR apache) AND website*. This makes sure *website* exists and either term *jakarta* or *apache* may exist in the result.

Term Modifier Operators (Wildcard, Fuzzy, Proximity)

FBO supports modifying query terms to provide a wide range of searching options:

- **Wildcard Searches** - FBO supports single and multiple character wildcard searches within single terms (not within phrase queries). To perform a single character wildcard search use the ? symbol. To perform a multiple character wildcard search use the * symbol. The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for *text* or *test*, you can use the search: *te?t*. Multiple character wildcard searches look for zero or more characters. For example, to search for *test*, *tests* or *tester*, you can use the search: *test**. You can also use the wildcard searches in the middle of a term: *te*t*. Note: You cannot use a * or ? symbol as the first character of a search.
- **Fuzzy Searches** - FBO supports fuzzy searches based on the Levenshtein Distance, or Edit Distance algorithm. To do a fuzzy search use the tilde, ~, symbol at the end of a single word term. For example to search for a term similar in spelling to *roam* use the fuzzy search: *roam~*. This search will find terms like *foam* and *roams*. An additional parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only terms with a higher similarity will be matched. Similarity is defined as by the minimum number of operations needed to transform one string into the other, where an operation is an insertion, deletion, or substitution of a single character. For example: *roam~0.8*. The default that is used if the parameter is not given is 0.5.
- **Proximity Searches** - FBO supports finding words that are within a specific distance away from each other in a data set. To do a proximity search use the tilde, ~, symbol at the end of a Phrase. For example to search for a *apache* and *jakarta* within 10 words of each other in a document use the search: *jakarta apache~10*

FBO Uses the Lucene search engine and this documentation is adapted from the official Lucene query syntax document, with portions Copyright © 2006 The Apache Software Foundation.

4.11 Creating a Search Agent from Search Agents

- I. Vendors can add opportunities to a Watched List. This allows for ease in referencing targeted opportunities. Additionally, vendors receive email updates about opportunities on their Watched List. **NOTE: Additional information about the Watched List can be found under Getting Started>Small Business Training Videos from the FBO Homepage.**
- II. To review/manage existing watched list opportunities, go to the Watched sub-tab on the main navigation Opportunities.
- III. Each opportunity on the watched list will be listed.
- IV. Click on the Remove button to remove an opportunity from the watched list.
- V. Use keywords search tool to look for a specific opportunity on the watched list.
- VI. Click on the notice link to go to notice details
- VII. Click on the agency/office name to go to the agency/office profile tab.

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Watched Opportunities

RETURN TO OPPORTUNITIES

Opportunities List Advanced Search Search Results **Watched** Search Agents Bids/Responses Archives

Keywords: Search

Items 1-8 of 8

Notice ▼	Agency/Office ▼	Location ▼	Last Modified	Options
Total HBCU Setaside Testing -	NATIONAL PARK SERVICE(1443)	00010	Oct 10, 2010 1:15 pm	Remove
Explicit Access Test - ExplicitAccessTest01	Office of Integrated Acquisition Environment(IAE)	Symlicity Test Location(SYMP)	Jul 26, 2010 3:07 pm	Remove
cr478 FGS - MM-FBO-300	Office of Integrated Acquisition Environment(IAE)	Symlicity Test Location(SYMP)	Jun 10, 2010 4:05 pm	Remove

4.12 Download Notices

FBO provides users with the ability to download notice data and notice attachments for notices that a vendor has added to their watch list.

NOTE: Additional information about Downloading Notices can be found under Getting Started>Small Business Training Videos from the FBO Home Page.

4.12.1 Download Notice Details/Attachments – One Opportunity

- I. Locate the notice that you wish download data for and click the Watch This Opportunity button. This will add the notice to your Watched list in FBO. This is only available for vendors who are logged into the system.



- II. Go to found

your Watched tab under the



Notice	Agency/Office	Location	Last Modified	Options
<input checked="" type="checkbox"/> X-Ray service - Zambrano-F2M4237010070-XRS-120 09	AETC	345th Contracting Training Flight(345CONS)	Feb 23, 2012 3:46 pm	Remove

Opportunities section of the system.

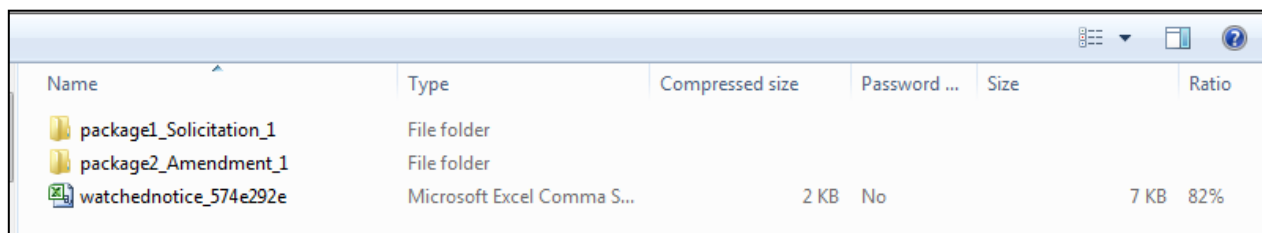
- III. Click the checkbox next to the opportunity then click on Batch Options and select Download Notice.

- IV. A pop-up box will display asking if you want to download Notice Details Only or Notice Details Plus Attachments. The system will only allow you to download attachments IF you have only selected one opportunity.



V. After you have made your selection click the Download Notice button and then click ok when the system asks you to Proceed to File. This will download and display the file(s) that have been downloaded.

- VI. In the screen shot below you can see that there are 2 additional files and an excel file. The Excel File will contain all of the notice details and modifications for the notice you had selected. The two other files displayed contain the attachments that were posted to the notice.



Name	Type	Compressed size	Password ...	Size	Ratio
package1_Solicitation_1	File folder				
package2_Amendment_1	File folder				
watchednotice_574e292e	Microsoft Excel Comma S...	2 KB	No	7 KB	82%

4.12.2 Download Notices Details/Attachments – Multiple Opportunities

- I. Locate the notice(s) that you wish download data for and click the Watch This Opportunity button for each opportunity. This will add the notice to your Watched list in FBO. This is only available for vendors who are logged into the system.



- II. Go to your Watched tab found under the Opportunities section of the system.
- III. Click the checkbox next to the opportunity then click on Batch Options and select Download Notice. A pop-up box will display notifying you that attachments are unavailable for download when multiple notices are selected. The system will only allow you to download attachments IF you have only selected one opportunity.



- IV. After you have made your selection click the Download Notice button and then click ok when the system asks you to Proceed to File. This will download and display the CSV File that has been downloaded containing all of the notice details for each of the Notices and their modifications. No attachments will be available. To download attachments you would need to download the notice details individually.

4.12.3 Download Notices – Export Controlled and Explicit Access

- I. Export Controlled – Export Controlled opportunities that you are attempting to download fall under the same rules for viewing attachments. You cannot download attachments that are export controlled without proper authorization in the system. This requires you to be approved and list on the DLA's approved vendor JCP list.
- II. Explicit Access – Explicit Access opportunities that you are attempting to download fall under the same rules for viewing attachments. You cannot download attachments that are explicit access controlled without proper authorization in the system. This requires you to have requested access to the documents for the solicitation and be approved by the agency for access to the documents.
- III. If you attempt to download a notice with Export Controlled or Explicit Access security and you do not have the proper authorizations then those specific attachments will not be downloaded. Any public, unsecure documents will be downloaded with the notice details.